DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
ATTENTION OF

MCCS-BIM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Information Management (IM) Policy 25-12, Removal of Unauthorized Software or Data From Computers

1. REFERENCE. AR 25-1, Army Information Management, 31 May 2002.

2. PURPOSE. To establish policy and procedures for removing unauthorized software or data from computers.

3. SCOPE. This policy applies to all organizations and units located on or supported by Fort Sam Houston, Camp Bullis, and Camp Stanley, and that have connectivity to the installation network managed by the Information Technology Business Center (ITBC). This policy applies to both government owned and leased automation equipment.

4. POLICY.

    a. The ITBC has the responsibility to scan all computers and monitor Internet traffic to ensure individual activity is in keeping with the required level of professionalism for military, civilian, and contract personnel at Fort Sam Houston.

    b. Any computer identified with unlicensed software, inappropriate material, or questionable Internet history will be evaluated by the ITBC to determine the level of sanitation required to return the equipment to an acceptable level.

    c. A full backup of the computer system will be performed by the ITBC to preserve files which will be provided to the Staff Judge Advocate for legal review to determine if disciplinary action is warranted.

    d. All unauthorized software and/or data encountered during scans must be removed by the ITBC technicians with appropriate system administrator credentials. This will be accomplished only after coordination with the organization's leadership. Additionally, any necessary equipment removal will be coordinated with appropriate hand receipt holder to insure property accountability records are maintained.

    e. Organizations whose computers require sanitizing will incur a reimbursable cost based on ITBC's published fee schedule.

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5. The point of contact is Mr. Michael F. Merrill, Information Technology Business Center, 221-5281, or email address Michael.Merrill@us.army.mil.

DARREL R. PORR
MG, US Army
Commanding

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